



**POSITION TITLE:** CHIEF COMPLIANCE OFFICER

**SALARY:** \$10,790.75 - \$16,332.68 Monthly

**OPENING DATE:** 10/11/2016

**CLOSING DATE:** 10/24/2016

**EXAM NUMBER:** R9710A

**TYPE OF RECRUITMENT:** Open Competitive Job Opportunity

Los Angeles Superior Court is seeking a dynamic, well-qualified, and highly-motivated individual to fill the position of Chief Compliance Officer in its Internal Audit and Compliance department based in Los Angeles, California.

Become part of the Los Angeles Superior Court, where you can give back to your community by working for justice and fairness. Individuals interested in becoming part of a well-skilled, knowledgeable, high performance workforce that rewards performance and creativity should apply.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities, and 118 law enforcement agencies countywide.

The Chief Compliance Officer, under general direction, directs the auditing and compliance review of Los Angeles Superior Court administrative and financial operations for conformance to appropriate operational procedures and policies and to ensure court programs and practices adhere to appropriate Federal, State and local regulations and standards. For detailed job description, please click [HERE](#). Please note the requirements in the job description may vary from the requirements in the bulletin. Applicants must meet requirements stated in this bulletin.

*This is an at-will managerial position. The Trial Court Employment Protection and Governance Act (SB 2140) authorizes the Court to exclude managerial employees from the employment protection provisions of the Act subject to meet and confer.*

**MINIMUM REQUIREMENTS:**

To qualify, applicants must meet the following requirements at the time of filing:

Graduation from an accredited four-year college or university with a major in business administration, public administration, finance, accounting, or a closely related field.

-AND-

Seven years of progressively responsible experience overseeing audits for a large, complex organization, including planning, organizing, and evaluating financial, compliance, and/or quality audits and assisting with, or overseeing the implementation of organizational changes resulting from audit findings. Of the required seven years of experience, two must be at the management level.

**Note:** Credit for experience is given based on a 40-hour workweek. Part-time experience is credited on a part-time ratio, i.e., working 20 hours per week for two months equals one month of experience. No additional credit is given for overtime.

No out-of-class experience will be accepted.

<b>Licenses;</b>	<b>Certificates;</b>	<b>Special</b>	<b>Requirements:</b>
A valid California Class C driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.			

**\*Degree Verification:** A legible copy of your college diploma -OR- official transcripts with the degree posted from the college or university must be submitted within ten business days from the date of your online application.

**Documentation may be submitted as follows:**

- As an attachment to your on-line application. Attachment(s) must be in Microsoft Word or PDF format and should not exceed 10 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 North Hill Street Room 203, Los Angeles, CA 90012.

**Please include your first and last name and the examination title on any documents attached to your application. The Court will not accept documents submitted by facsimile transmission, emails or postmarks.**

For a list of acceptable accredited institutions or international universities, please visit <http://ope.ed.gov/accreditation>, [www.chea.org/search](http://www.chea.org/search), or <http://whed.net/home.php>.

Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. For a list of acceptable evaluation agencies, please visit [www.naces.org](http://www.naces.org) or <http://aice-eval.org/members/>. Foreign studies submitted without acceptable evaluation will be rejected.

**DESIRABLE QUALIFICATIONS:**

- Ten years of highly responsible experience in planning and directing a team of internal auditors in objective reviews of the financial and administrative controls. A comprehensive knowledge of management organizational principles, control systems, financial planning, utilization of resources, and risk management are critical to the success of this position.
- A strong track record of success in large-scale fiscal and budgetary management. Experience in managing a large organization with diverse technical and professional staff in a locally, state or federally funded agency with many revenue sources.
- Experienced in working with the rules, regulations, and principles governing audit, budget, and fiscal operations, facilities management, human resources programs, contracts or other administrative services for a governmental entity.
- Demonstrated experience in leading a team in contract development, negotiation, and administration, and monitoring.
- Excellent verbal and written communication skills, with a strong emphasis on preparing comprehensive, clear, and concise written reports and correspondence. The ability to effectively interact with public officials, professional/technical personnel and the general public. Track record of results demonstration initiative and active engagement with executives, managers, and staff.
- Master's degree
- Certified Internal Auditor®
- Certified Government Auditing Professional®

**EXAMINATION INFORMATION:**

**Part I:** Qualifying evaluation of education, training and experience based upon submitted application materials including resume -AND- supplemental questionnaire. Applicants with the highest qualifications, as determined through this evaluation process, will be invited to participate in the examination process.

**Part II:** Writing Assessment, weighted 25%, covering written expression and deductive reasoning.

**Part III:** Oral examination, weighted 75%, covering technical knowledge, organizational skills, interpersonal skills, oral communication and deductive reasoning,

**APPLICATION and FILING INFORMATION:**

Applications may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add [info@governmentjobs.com](mailto:info@governmentjobs.com) to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be e-mailed to [BFlores1@lacourt.org](mailto:BFlores1@lacourt.org).

**WHAT TO EXPECT NEXT:**  
We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list good for one year. Other vacancies may be filled using this list.



## Chief

## Compliance

## Officer

Applications  
OR via  
Los  
Human  
111  
Los

the may be filed computer kiosk online at: [www.lacourt.org](http://www.lacourt.org)  
Angeles HR Superior at  
Resources Court  
N. Hill Street, Administration  
Angeles, CA Room 203  
90012



## Chief Compliance Officer Supplemental Questionnaire

- \* 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated to determine your eligibility to participate in Part II of the examination process. All questions must be answered. You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification.

☐ Please check the box to indicate you have read and understood the instructions.

- \* 2. **Education Requirement:** This position requires graduation from an accredited college or university with a Bachelor's degree. Which of the following best describes your highest level of education completed?

☐ MASTER'S degree in business administration, public administration, finance, accounting, or a closely related field.

☐ BACHELOR'S degree in business administration, public administration, finance, accounting, or a closely related field.

☐ None of the Above

3. If the degree identified in question #2 is in a closely related field, please provide your major. If not applicable indicate N/A.

**Degree Verification Reminder:** A legible copy of your college diploma -OR- official transcripts with the degree posted from the college or university must be submitted **within ten business days from the date your online application was filed.** Otherwise, your application materials will be deemed incomplete and rejected accordingly. Documentation may be submitted as follows:

- As an attachment to your online application. Attachment should be Microsoft Word or PDF format and not exceed 10 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 N. Hill Street Room 203, Los Angeles, CA 90012. Please include your first and last name and the examination title on the documentation. **Facsimile copies and postmarks will not be accepted.**

- \* 4. Please describe your professional experience managing and directing the work of professional internal audit, compliance, & investigative staff in assessing operational, system of internal control and standards. Include Agency size of budget, number of staff, and approximate number of site locations.
- \* 5. Please also describe what methods you have utilized to test these areas of organizational compliance and what measures you apply to ensure compliance testing is relevant to common best practices. Please include: Name of employer(s), department/unit, dates of employment, number of hours worked per week.
- \* 6. Please explain your background in assessing organizational risk areas (operating and fiscal systems), including managing an effective risk management and prevention function for a large organization. What methods do you utilize in developing organizational practices to reduce risk exposure? Please include: Name of employer(s), department/unit, dates of employment, number of hours worked per week.
- \* 7. Please describe your experience in leading an effective contract monitoring function including other relevant and effective contract management aspects including but not limited to contract compliance. Please include: Name of employer(s), department/unit, dates of employment, number of hours worked per week.
- \* 8. Provide your experience in organizational policy development for compliance oriented functions including procedures for business operations, controls, risk management practices, etc. Please include: Name of employer(s), department/unit, dates of employment, number of hours worked per week.
- \* 9. Please check if you have any of the following audit certifications:

- ☐ Certified Internal Auditor®
- ☐ Certified Government Auditing Professional®
- ☐ I do not have any of the above certifications
- ☐ Other similar certification not listed (must answer follow-up if this option is selected)

10. If you responded "other" to the previous question, please indicate the certification you hold and where it was received.

\* Required Question